



600.14 Reporting Unusual and Serious Incidents

Number Series: 600 - Corrections Division
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Sheriff's Approval: Digital
Review Frequency: Annually

600.14-1 Policy

- I. Incidents that result in physical harm or threaten the safety of any person in a facility, or threaten the orderly control and security of a facility, will be documented in an Incident Report and submitted to the appropriate supervisor no later than the conclusion of the tour of duty.
- II. Incidents requiring an Incident Report and notification of a supervisor include, but are not limited to, the following:
 - A. Assault by an inmate on a staff member or other inmate
 - B. Discharge of a firearm *
 - C. Use of Force /chemical agents to control inmates
 - D. Inmate(s) remain in restraints at the end of the shift
 - E. Attempt by an inmate to bribe a staff member
 - F. Escape or attempted escape *
 - G. Introduction of, or discovery of contraband (with discretion)
 - H. Death, serious illness or serious injury *
 - I. Strike, riot, other disturbance *
 - J. Hostage situation *
 - K. Attempted suicide *
 - L. Sexual battery
 - M. Inmate secured (lockdown status)
 - N. Claim of wrongful arrest
 - O. Inmate booked as adult, later proven to be a juvenile

P. Refusal of medical attention during booking

Q. Inmate late release

R. Inmate released without property

S. Missing/unclaimed property

T. Unaccounted for security key

U. Unaccounted for tool, kitchen knife, utensil

V. Unusual occurrence or rule violation (with discretion)

**** Asterisks above denote events, which require copy of reports to be forwarded through the Jail Administrator to the Sheriff.***

600.14-2 General Information

- I. Complete and accurate documentation of events and incidents within the jail facility is essential. Written reports serve to keep staff informed of developments and problem areas within the facility and are instrumental in the planning and implementation of Corrections Division policy.
- II. Reports are not only circulated throughout the facility, but are subject to use by judges, attorneys, the media, and others.
- III. Reports must be concisely written, grammatically correct, neat, and free from personal expression of opinions, emotions, and prejudices.
- IV. **See Section 609.00** for information on reporting inmate rule violations.

600.14-3 Serious Incident Notifications

The following list of serious incidents shall require immediate notification of a supervisor, who shall make notification to the Jail Administrator, or designee. The Jail Administrator or designee shall notify a HCSO Investigator and Sheriff as appropriate.

- I. Inmate or staff death
- II. Inmate or staff serious injury
- III. Escape
- IV. Inmate strike
- V. Riot

- VI. Hostage situation
- VII. Bomb threat/detonation
- VIII. Fire
- IX. Events involving the discharge of a weapon
- X. Suicide/attempted suicide
- XI. Sexual battery

600.14-4 Supervisor Discretion

Shift Supervisors will use discretion in determining if an Incident Report should be prepared for non-significant occurrences.

600.14-5 Report Writing

- I. Incident Reports should be prepared immediately after an incident in order to be as accurate as possible; however, reports shall be completed and approved by a Shift Supervisor prior to being relieved of duty.
- II. The originator will thoroughly document the incident in chronological sequence providing the following minimum information:
 - A. Who, what, when, where, why, and how individuals were involved;
 - B. Exact times (recorded in military time);
 - C. Witnesses or descriptions, if any;
 - D. Disposition of physical evidence, if any;
 - E. Injuries to inmates or staff, if any;
 - F. Medical treatment or evaluations, if any;
 - G. Follow-up action, if any;
 - H. Official notifications - To whom, with time of notice indicated.
- III. Incident Reports that report the use of force must also include the following:
 - A. An account of the events leading to the use of force;
 - B. An accurate and precise description of the incident and reasons for employing force;
 - C. A description of the weapon, if any, and the manner in which it was used;
 - D. A list of participants.
- IV. Avoid the use of slang language.
- V. When quoting obscene language, the quote must contain the obscene word that was actually said.
- VI. The "Type of Incident" line on Incident Report forms shall reflect the nature of the incident (i.e., sexual assault, escape, affray, inmate injury, etc.)
- VII. Reports are to be written in the first person such as "I saw", "I heard", and "I did".

- VIII. Reports will be prepared using a computer.
- IX. Reports will be submitted through the chain of command. Supervisors shall review reports for completeness, grammar, spelling, and neatness, and return for correction.
- X. In cases involving injuries to persons or damage to property, the Shift Supervisor shall direct the taking of appropriate photographs.

600.14-6 Report Submission

Incident Reports will be submitted in a complete package which may include:

- I. Incident Report(s), Use of Force Reports, continuation sheets, supplemental reports
- II. Disciplinary Action Packet
- III. First Report of Injury
- IV. Witness statements
- V. Photographs
- VI. Other relevant documents

600.14-7 Disposition of Incident Reports

Disposition of Incident Reports will be accomplished as follows:

- I. Original to Classification Office.
- II. Copy through the chain of command to the Corrections Division Lieutenant, who will forward to the Jail Administrator or designee.
- III. Other copies will be posted as follows:
 - A. Booking Office
 - B. Area of incident (as appropriate)

REFERENCES

State/Federal Regulations:
Florida Model Jail Standards

FCAC:
N/A

PREA:
N/A

Forms:
Incident Report
Use of Force Report
Continuation sheet
Disciplinary Action Packet
First Report of Injury

Other Policy/ Procedure References:

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